

**PROFESSIONAL SERVICES BULLETIN**

Submittals for projects
appearing in this
*Professional
Services Bulletin*
are due by
**11:00 a.m.,
October 23, 2008.**

The projects from this
bulletin will be
presented at the
**November 18, 2008
Board Meeting.**

NOTICE TO RECIPIENTS:

Please read carefully and
follow all rules and instructions
in this document.

REMINDER: You are able to
access the 255 Form (revised
05/07) in the Reference Library
Section of CDB's website. Use
only this version of the form for
submittal.

Posted to website 10/09/08.

Board Meeting results can be
found on CDB's website
November 19, 2008.

CDB's Internet Address:
www.cdb.state.il.us

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PROFESSIONAL SERVICES BULLETIN

GENERAL INFORMATION

The procurement of design services by the Capital Development Board (CDB) is governed by the Illinois Compiled Statutes, 30ILCS 535, Architectural, Engineering, and Land Surveying Qualifications Based Selection Act.

This Bulletin is the advertisement to procure design services whose official notification is made via CDB's website, www.cdb.state.il.us.

Listed below are important guidelines, instructions and general information. Please read the following information carefully.

Unless otherwise specified, submittal(s) are to be sent to:

**Qualifications Based Selection (QBS) Committee
Capital Development Board
3rd Floor, William G. Stratton Building
401 South Spring Street
Springfield, IL 62706**

CDB is not responsible for submittal(s) sent to any individual within CDB or to another office.

SPECIAL NOTICE: *This bulletin may contain projects that Governor Blagojevich has deemed to be particularly important to the local economy. Because of the impact these projects will have in creating jobs and making the region more attractive to businesses, CDB will rigorously enforce the project schedules. Please keep this in mind when submitting on economic development projects, which are designated in the bulletin descriptions.*

SUBMITTAL REQUIREMENTS:

- In accordance with 44 Illinois Administrative Code 980.130:
 - a) All A/Es submitting statements of qualifications for a project shall be prequalified with CDB prior to the date and time that the submittal(s) are due. Failure to be prequalified will result in rejection of the submittal(s).
 - b) Consultants that will be performing architectural, engineering or land surveying professional services for the Prime A/E submitting the 255 form shall be prequalified with CDB prior to the date and time that the submittal(s) are due. Failure of the professional consultants to be prequalified shall result in rejection of the Prime A/E's submittal(s).

PREQUALIFICATION:

- What type of firm needs to be prequalified with CDB?

Any firm providing Architectural, Engineering, Asbestos Abatement design services or Land Surveying.

- To verify that all design firms (Prime and/or Consultants) are currently prequalified with CDB, please access CDB's website, <http://www.cdb.state.il.us/forms/download/arch.pdf>.
- To obtain prequalification forms you may access CDB's website, <http://www.cdb.state.il.us/forms/download/AEprequal.doc> or contact Jim Dautel at 217/782-1383.
- CDB requires within its prequalification process that all firms obtain Illinois Department of Human Rights eligibility number.
- Please notify Jim Dautel within ten (10) days of any significant changes in the information provided in your firm's prequalification application form.
- If selected, CDB prequalification is required until the issuance of the contract. It is the responsibility of all firms to maintain a current CDB prequalification status.
- Corporations, LLPs and LLCs shall be in good standing with the Illinois Secretary of State, Corporation Division, to be granted prequalification and issued a contract.
- Firms must be properly licensed in the respective profession(s) with the Department of Professional Regulation and the Department of Public Health.

SUBMITTAL PROCEDURES:

- **REMINDER: You are able to access the 255 Form located at the CDB's website at <http://www.cdb.state.il.us/forms/download/255form-03.doc>. A copy of this form is no longer included in this publication. Use only this version of the form for submittal.**
- ***One (1) original and three (3) copies of the 255 form are necessary for each project submittal.***
- By making a submittal, the firm attests that it has read the certifications and disclosures required by the Professional Services Agreement (PSA) and the A/E Manual.
- In order that all submittal(s) are similar, do not include pictures or other graphics. This form is not to be a marketing brochure. Provide only the information requested. It is not necessary to submit a copy of your CDB prequalification letter.
- Cover/transmittal letters on the CDB 255 form or accordion binders will not be accepted. The CDB 255 form is the only information accepted as the submittal.
- Use staples to bind the CDB 255 form.
- The name of the firm making the submittal must be the legal name associated with the taxpayer's identification number and as provided on that firm's prequalification application.
- The firm making the submittal must be the office location where the work is being performed.

- The original submittal must contain the signature of the firm's president, vice president, partner or sole owner or any other person authorized to execute business for the firm.
- Submittal(s) for more than one project may be mailed or packaged together. Separate envelopes are not required.
- The submittal shall include the names of persons who will perform the services, including their project assignment or duties, as well as a resume of their experience and expertise that qualifies them to perform the assignment. This includes the listed Consultant's designated staff.
- The A/E shall clearly indicate the anticipated percentage of the services that will be performed by each listed Consultant.
- The Prime A/E must use the Consultants and staff as submitted in their CDB 255 form. Consultants are considered first tier and shall hold a contract directly with the firm submitting the 255 form.
- Project team changes will not be allowed without prior written approval of the **Capital Development Board's Executive Director**.
- Faxed submittal(s) will not be accepted.
- Submittal(s) received on the designated date at or prior to 11:00 a.m. (CST) deadline will be given consideration.

REJECTIONS WILL OCCUR FOR THE FOLLOWING REASONS:

- Submittals received after the designated due date and time as stated on the Professional Services Bulletin.
- Including pictures or any graphics will result in rejection of the submittal(s).
- Failure of the Prime A/E firm to be prequalified will result in rejection of the submittal(s).
- Failure of the Consultants (providing regulated design services) to be prequalified will result in rejection of the Prime A/E's submittal(s).
- If a firm's or their Consultant's prequalification expires during the selection process, CDB reserves the right to remove the submittal from consideration, recommend another firm for final selection or cease negotiations of a contract and commence negotiations with another firm.
- Any incorrect, incomplete or misleading information given on the CDB 255 form may result in the rejection of a submittal. Please be sure to have the information completed in its entirety.
- Failure to sign the 255 submittal(s).

SELECTION PROCESS:

- Selection of design firms by CDB is not based on competitive bidding but on the firm's professional qualifications. Consideration criteria may include, but not limited to: experience and expertise of professional personnel assigned to the project, relevant project experience, prior performance, willingness to meet time requirements, proximity to site, workload/recent selections, minority/female business enterprise participation.
- CDB strongly encourages MBE/FBE firms to apply for selection as the Prime A/E and to seek participation as a Consultant with Prime A/E firms.
- Subsequent to 255 submittal deadline, members of the A/E Selection Committee are not available to discuss project specifics. CDB procedures ensure that all members of the committee are provided with detailed information concerning prior performance, current projects and all submittal information by the A/E firms.
- For interview level projects, all parties, including **ALL CONSULTANTS**, shall be available to participate in the interview process.
- Results of the selection process are available on CDB's website (www.cdb.state.il.us) the day after the Board Meeting as designated on the respective bulletin cover.

FEE NEGOTIATION:

- To ensure that the completion of the project is not delayed by extended or long negotiations before the start of the contract work, the CDB representative negotiating the contract will state the length of time the firm will be limited to in preparing its estimate of effort and cost. Should CDB be unable to successfully negotiate a contract with the recommended A/E, CDB will immediately proceed to negotiate with the second ranked firm.
- The determination of compensation for the performance of basic services is through negotiation of fees and services with CDB based on the following criteria:
 1. The project type classification.
 2. The scope of basic services required to complete the agreed upon project scope.
 3. The degree of difficulty of the scope of basic services' tasks as applied to the particular project.
 4. The proposed project construction budget. (Used primarily as a benchmark reference.)
- Projects shall be classified as either new construction (N) or remodeling (R). Each classification is broken down into three levels of complexity as described below:

Group I	Generally, the most complex projects in both design and detail and shall involve complex programs, mechanical systems, code requirements, etc.
Group II	Generally, projects with normal or average complexity may include a combination of more and less complex elements in the scope.
Group III	Generally, these projects shall be of simple or repetitive construction without any great degree of special finish or design effort. May include projects where equipment purchases comprise a large portion of the construction budget.

CDB PROJECT NO. 102-311-093
Department of Natural Resources
Construct Swale Crossings and Boardwalks
Illinois Beach State Park - Lake County

CDB PROJECT MANAGER: Bruce Locke

APPROPRIATED AMOUNT: \$298,500
ESTIMATED TOTAL PROJECT COST: \$298,500

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group III R

The Illinois Beach State Park is a 4,160-acre park with six miles of Lake Michigan shoreline located near Zion, Illinois.

The scope of work provides for constructing five to six swale crossing structures in the North Unit trail system. The work also includes demolishing and constructing a boardwalk on the Beach Trail and constructing a new boardwalk on the Dead River Trail. Since this work is located in a dedicated Illinois nature preserve, special provisions regarding vehicular site access, equipment access, storage of construction materials and staging will be required. Accessibility for persons with disabilities will be accommodated as best as possible without causing damage to the legally protected resources.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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<p>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</p>
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CDB PROJECT NO. 546-325-060
Department of Military Affairs
Plan and Begin the Upgrade of the Firing Range
Camp Lincoln (Springfield) - Sangamon County

CDB PROJECT MANAGER: Gary Kitchen

APPROPRIATED AMOUNT: \$20,000 (Federally Funded)
ESTIMATED TOTAL PROJECT COST: To Be Determined (Federally Funded)

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group N/A (Federal Fee Table Guidelines)

The initial \$20,000 of funding is for a study to analyze the current conditions and provide recommendations for upgrading the Camp Lincoln firing range.

Upon review and approval by the Department of Military Affairs of the solutions within the study, the revised scope of work and future funding will provide for upgrading the firing range including providing a bullet absorbing and trapping system and all associated environmental clean-up.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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<p>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</p>
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CDB PROJECT NO. 546-355-019
Department of Military Affairs
Renovate Urbana Armory
Urbana Armory - Champaign County

INTERVIEW LEVEL

CDB PROJECT MANAGER: Ed James

APPROPRIATED AMOUNT: \$16,000,000 (Federally Funded)
ESTIMATED TOTAL PROJECT COST: \$16,000,000 (Federally Funded)

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$3,250,000

PROJECT FEE CLASSIFICATION: Group N/A (Federal Fee Guideline)

The Urbana Armory is a 75,037 square foot, concrete building constructed in 1938.

The scope of work provides for upgrading the mechanical, electrical, data/telecommunication and plumbing systems; replacing the windows and roofing system; rehabilitating the exterior including repairing cracked and spalled concrete walls and corroded lintels and upgrading the west side of the building to meet Department of Defense Anti-Terrorism Force Protection standards; replacing flooring, ceilings, fixtures, and lockers; ADA upgrades; and abating asbestos-containing materials. The scope of work also provides converting approximately 13,000 square feet of space in the drill hall/assembly area for office, administrative and classroom space; constructing 9,300 square yards of military parking and 7,000 square yards of public parking; and installing security lighting and fencing. This project will require fundamental LEED Silver commissioning. The Illinois Historic Preservation Agency must be involved in all phases of the project.

The 100 percent design documents must be submitted to the Capital Development Board for review by July 15, 2009.

The orientation meeting for this project will be held on November 20, 2008, at the Urbana Armory.

The fee negotiations for this project will follow the National Guard Bureau (NGB) fee guidelines.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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<p>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</p>
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CDB PROJECT NO. 630-000-125
Department of Transportation
Various Improvements - District 7
Statewide Program - Marshall, Flora, Olney, Newton, Effingham and Shelbyville

CDB PROJECT MANAGER: Tom Poludniak

APPROPRIATED AMOUNT: \$1,218,000
ESTIMATED TOTAL PROJECT COST: \$1,218,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group II R

The Marshall Storage Yard is a 19,505 square foot, six building facility constructed in 1972. The Flora Maintenance Yard is a 31,476 square foot, four building facility constructed in 1975. The Olney Maintenance Yard is an 8,720 square foot, four building facility constructed in 1979. The Newton Maintenance Yard is a 15,744 square foot, five building facility constructed in 1976. The District 7 Headquarters in Effingham is a 55,878 square foot, six building facility constructed in 1935. The Shelbyville Maintenance Yard is a 15,448 square foot, three building facility constructed in 1975.

The scope of work for the Marshall Storage Yard includes replacing the existing hanging heaters in the equipment building and upgrading the exterior of the material storage building.

The scope of work for the Flora Maintenance Yard includes renovating the Office/Maintenance Building by replacing the translucent roofing panels, upgrading the building exterior, and installing an emergency eyewash and shower.

The scope of work for the Olney Maintenance Yard includes upgrading the facility's septic system to meet EPA standards; renovating the office building by upgrading the exterior; replacing the entry door, floor tiles, HVAC system, and the windows; and upgrading the exterior on the three material storage buildings.

The scope of work for the Newton Maintenance Yard includes replacing the entrance doors and installing an eyewash and shower in the office building and replacing roofing system and repairing the exterior walls of the salt dome.

The scope of work for the District 7 Headquarters in Effingham includes installing a fire alarm system in sign shop, materials lab, and the two bay storage building.

The scope of work for the Shelbyville Maintenance Yard includes constructing a 72' diameter salt dome with necessary foundation, electrical supply, and site drainage.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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